

# Retention and Classification Report

**Agency:** Millard County School District (Utah) (655)

285 East 450 North  
Delta, UT 84624  
435-864-1000

**Records Officer** Keith Griffiths

25282 Publications  
01452 Yearbooks

**AGENCY:** Millard County School District (Utah)

**SERIES:** 25282

3

**TITLE:** Publications

**DATES:** 1971-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Millard County School District (Utah)

**SERIES:** 25282

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Millard County School District (Utah)

**SERIES:** 1452

3

**TITLE:** Yearbooks

**DATES:** 1916-

**ARRANGEMENT:** None

**DESCRIPTION:**

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/27/2009

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

The primary purpose of yearbooks is to create a historical record of a school year.

**AGENCY:** Millard County School District (Utah)

**SERIES:** 1452

**TITLE:** Yearbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public